

**WORKSHEET FOR COMPUTING THE VALUE OF AN EMPLOYER-OWNED
OR LEASED MOTOR VEHICLE**
(A Worksheet is required for each calendar year)

Member's Name _____ SSN _____

Address _____

Department _____

Position _____

Calendar Year _____

Description of Vehicle (make, model and year) _____

Fair Market Value of Vehicle _____

Annual Lease Value _____

(From attached chart)

Number of months in calendar year that the vehicle
was available for personal use _____

What percent of the use of the vehicle was personal use? _____

I certify that the above information is true and correct:

Signature _____

Instructions for calculating the amount of regular compensation:

Multiply the Annual Lease Value by the portion of the year that the vehicle was available to the member (one month = 8.33%). Multiply the result by the percentage of use that was personal use.

Required attachments:

Certification of authorized personal use from the member's employer
Evidence of annual lease value